

ALABAMA DEPARTMENT OF REVENUE  
BUSINESS AND LICENSE TAX DIVISION

Petition For Refund

NOTE: Separate Petitions are Required For Each Type of Tax

Pay \$ \_\_\_\_\_

The facts set out in this petition and the records of this office justify a refund in the amount shown above.

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

The undersigned hereby makes application for refund of \_\_\_\_\_

\_\_\_\_\_ Dollars, (\$ \_\_\_\_\_)

\_\_\_\_\_ tax/fee paid by said undersigned to the Alabama

Department of Revenue for the period(s) \_\_\_\_\_

\_\_\_\_\_, which amount was erroneously paid,

or paid in excess of the amount due, or was paid through mistake of fact or law.

Explain in detail the reasons for refund claim (attach additional pages if necessary):

Petition \_\_\_\_\_  
Adjustment \_\_\_\_\_  
Interest \_\_\_\_\_  
Amount To \_\_\_\_\_  
Be Refunded \_\_\_\_\_

FOR OFFICE USE ONLY

**Documentation:** The petition must be documented and you must attach invoices, receipts and other documentation sufficient to justify the issuance of a refund.

**Signatures:** If a petitioner is an individual, the individual must sign. If a petitioner is a partnership, a partner must sign. If a petitioner is a corporation, an officer of the corporation must sign.

\_\_\_\_\_  
PETITIONER'S NAME

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
FEIN/SSN

\_\_\_\_\_  
D/B/A

( )

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
PETITIONER'S TITLE

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

ALABAMA DEPARTMENT OF REVENUE  
BUSINESS AND LICENSE TAX DIVISION  
www.revenue.alabama.gov

# Petition For Refund Filing Instructions

## Filing the Proper Petition

There are two types of petitions – **Petition** (form B&L: RP) and **Joint Petition** (form B&L: RJ). The Petition requires the signature of only one party and the Joint Petition requires the signature of both parties. No refunds will be issued unless the proper petition is filed.

## Documentation

Your petition must be documented. The petitioner must attach invoices, receipts and other documentation to the petition sufficient to justify the issuance of a refund.

## Inquiries and Correspondence

Any questions and/or completed petition with documentation should be directed to the appropriate section:

Alabama Department of Revenue  
Business and License Tax Division  
**Motor Fuels Section**  
P.O. Box 327540  
Montgomery, AL 36132-7540  
(334) 242-9608

Alabama Department of Revenue  
Business and License Tax Division  
**Tobacco Tax Section**  
P.O. Box 327555  
Montgomery, AL 36132-7555  
(334) 242-9627

Alabama Department of Revenue  
Business and License Tax Division  
**Severance & License Section**  
P.O. Box 327550  
Montgomery, AL 36132-7550  
(334) 353-7827